

# Modern Workplace Quick Insights – PRIVACY POLICY

---

By Voco

Published on Microsoft App Source

Last Updated 08/09/2019

## 1. Introduction

This application is owned and operated by Voco Limited (“Voco”). Voco is committed to protecting the privacy of customers while they interact with the content of the Voco Modern Workplace Quick Insights (the “Application”). This Privacy Policy applies to the Application only. It does not apply to other websites to which we link nor other products or services we offer outside of the Application. Because we gather certain types of information about our users, we want you to understand what information we collect about you, how we collect it, how that information is used, and how you can control our disclosure of it. You agree that Your use of the Application signifies your assent to this Privacy Policy. If You do not agree with this Privacy Policy, please do not use the Application.

## 2. Information Collection and Use

We collect information You provide directly to us upon installing the Application from the Microsoft App Source. This is limited to:

- Title
- First Name
- Last Name
- Company
- Country
- Email address
- Phone Number

We may use the information we collect about you for a variety of purposes, including:

- Provide, operate, maintain and improve the **Application**
- Send **You** technical notices, updates, security alerts and support and administrative messages
- Respond to your comments, questions, and requests and provide customer service and support
- Communicate with **You** about services, features, surveys, newsletters, offers, promotions
- Contests and events, and provide other news or information about **Voco** and our offerings
- For marketing or advertising purposes
- For other purposes about which we notify **You** .

Voco only uses Your personal information for the original purposes it was given. Your personal information will not be sold or otherwise transferred to unaffiliated third parties without Your approval at the time of collection.

## Security

We value Your trust in providing us Your Personal Information, thus we are striving to use commercially acceptable means of protecting it. No method of transmission over the internet, or method of electronic storage is 100% secure and reliable, and we cannot guarantee its absolute security. Once the Application is installed into Your environment, no data is transferred, or accessed by Voco, and the Application resides entirely in Your Microsoft Azure Tenant.

While the Application does not directly ask for or store Your password, compromise to Your Azure Active Directory password could result in compromise to the data accessible via the Application.

Voco uses Microsoft Azure services for our compute and storage services relating to the Application. Azure meets a broad set of international and industry-specific compliance standards, which can be found at <https://www.microsoft.com/en-us/trustcenter/compliance/complianceofferings>.

## Changes to This Privacy Policy

We may update our Privacy Policy from time to time. Thus, we advise you to review this page periodically for any changes. We will notify you of any changes by posting the new Privacy Policy on this page. These changes are effective immediately, after they are posted on this page.

## Contact Us

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us at [support@voco.co.nz](mailto:support@voco.co.nz).